

**WASHINGTON STATE  
HISTORIC COUNTY COURTHOUSE  
REHABILITATION GRANT PROGRAM  
GRANT APPLICATION 2011 - 2013 BIENNIUM ROUND 2**

**DEADLINE: JUNE 4, 2012**

Applications must be postmarked or received in the office by 4:30 p.m. on Monday, June 4, 2012. **Late applications will not be accepted.**

Applications available at [www.dahp.wa.gov](http://www.dahp.wa.gov)

**Washington Trust for Historic Preservation**

1204 Minor Avenue  
Seattle, WA 98101  
(206) 624-9449

<http://preservewa.org>



# **WASHINGTON STATE HISTORIC COUNTY COURTHOUSE REHABILITATION GRANT PROGRAM**

## **2011 - 2013 BIENNIUM ROUND 2**

### **APPLICATION PROCEDURES**

#### **Program Background:**

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In spring of 2005, the Washington State Legislature established the Historic County Courthouse Rehabilitation Grant program. Based on findings from a statewide survey undertaken in 2003, it has been determined that 32 of the state's 39 counties possess courthouses of historic and architectural merit. Additionally, the study identified a significant level of needed capital improvements to these structures. To address this need, the Washington State Legislature has allocated funding in the capital budget for qualified historic courthouse rehabilitation projects. Since the program's establishment, thirty (30) grants have been awarded to twenty-one counties statewide. Grant funds have worked to leverage local funding resulting in over \$32 million in total rehabilitation work to selected courthouses, creating an estimated 750+ construction jobs around the state.

In the second funding round for the 2011-13 Biennium, approximately \$300,000 is available from the state's Capital Budget to assist counties with courthouse rehabilitation. Applications selected by the Courthouse Steering Committee to receive grant awards will be reviewed by the Department of Enterprise Services Barrier-Free Access Program to ensure that all stipulations of the Americans with Disabilities Act and associated state laws are appropriately addressed. Any project selected to receive grant funds may be revised to ensure full compliance with ADA requirements. The Department of Archaeology and Historic Preservation administers the program in conjunction with the Washington Trust for Historic Preservation.

The Historic County Courthouse Rehabilitation Grant Program requires counties to provide a match for state funds received. For Round 2 of grant awards in the 2011-13 biennium, the amount of the required match will be considered on a sliding scale. At a minimum, counties must match 25% of the total grant award. Only county expenditures made after a grant contract is fully executed are eligible for reimbursement. However, counties may count expenditures on other eligible capital projects made after July 1, 2011 as part of the required county match (such expenditures will be reviewed by program administrators to ensure compliance with all program requirements). Expenditures made for the purpose of project planning and for architectural and engineering fees are not eligible for reimbursement, but may be used as a portion of the county match.

## COURTHOUSE GRANT CRITERIA

Applications will be evaluated on the following criteria:

1. Courthouses listed in the National Register of Historic Places or Washington Heritage Register, or determined eligible for listing in either register.
2. Financial need of applicant.
3. Projects that assist in providing structural and life safety, including improvements to courthouse accessibility.
4. Public visibility of work that addresses the historic character defining features of a courthouse.
5. Degree of urgency and extent to which inaction would lead to loss of historic fabric and character defining features.
6. Projects that have match in-hand at time of application or grant award.
7. Projects for which plans are already developed and have demonstrated meeting the Secretary of the Interior's Standards for Rehabilitation.
8. A clearly defined scope of work that includes reasonable cost estimates and completion schedules for each work element.
9. Demonstration of a maintenance plan to provide proper stewardship for rehabilitated courthouses in general and historic character-defining features in particular.
10. Percentage of requested state funding applicant intends to match with local, county funds.

Applications for the 2011-2013 Historic County Courthouse Rehabilitation Grant Program Round 2 are due by **4:30 PM on Monday, June 4, 2012** (applications postmarked by June 4 **will** be accepted). The Washington Trust for Historic Preservation will aid in providing county officials and staff with technical assistance in completing application materials and interpreting criteria.

Questions should be directed to Chris Moore at the Washington Trust for Historic Preservation, 206-624-9449 or [cmoore@preservewa.org](mailto:cmoore@preservewa.org). All application materials should be sent to:

Attn: Chris Moore  
Field Director  
Washington Trust for Historic Preservation  
1204 Minor Avenue  
Seattle, WA 98101

## APPLICATION INSTRUCTIONS

### Introduction

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Please keep the following points in mind when applying for 2011-2013 funding from the Historic County Courthouse Rehabilitation Grant Program:

- **Intent:** It is the intent of the Steering Committee that funds from the 2011-2013 Biennium Round 2 of grant awards be used to assist counties with rehabilitation projects able to be implemented using the county small works roster. Projects able to utilize grant funds to leverage additional local investment are encouraged.
- **Eligibility:** All county courthouses identified as historic by the assessment study completed in June of 2003 are eligible to apply for 2011-13 grant funds. Several additional courthouses have been identified as eligible for participation in the program as well – consult grant administrators for a list of eligible courthouses. The entire proposed scope of work must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties. Counties that have recently implemented capital projects that do not meet these Standards may not be eligible for funding if the work completed constitutes a significant alteration to the historic courthouse.
- **Project execution:** Priority will be given to applicants that clearly demonstrate the ability to complete the proposed project prior to June 30, 2013.
- **Funding cap:** Total project cost may not exceed \$75,000, or an amount that would prohibit a county from utilizing the small works roster. A county may submit up to two (2) grant applications for separate projects. Counties that applied for and/or received program funds in previous grant rounds are eligible to submit applications in the 2011-13 Biennium Round 2 grant process.

### Grant Application

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#### Section 1: General Information:

Include basic location and construction information for the historic courthouse.

#### Section 2: Contact Information

Please provide information for the principal contact for all matters related to the grant program.

#### Section 3: Historical Designation

Please indicate any historic designation the courthouse has received. If the courthouse is not designated but has been determined eligible for such designation, indicate the respective levels of eligibility.

*Please note: Historic designation has no bearing on funding decisions. Courthouses receiving grant funds that are not listed in the National Register of Historic Places, however, will be required to submit a nomination for such listing as a condition of the grant contract.*

#### Section 4: Grant Request

State the total amount the county is requesting in grant funds.

### **Section 5: Summary of Project**

Provide a narrative description of the capital project proposed for the courthouse. Identify the major components of the proposed scope of work, discussing those areas of the courthouse that will be affected for each.

Describe the county functions the courthouse will provide upon project completion, noting any changes from its present functions.

### **Section 6: Character-defining Features**

One of the main goals of the program is to preserve/rehabilitate the existing character-defining features of Washington's historic courthouses. Describe how the proposed project works to achieve this goal, noting the current conditions of the building's prominent features and explaining the strategy for the retention of these features.

Be sure to address the following:

- Do original elements of the courthouse remain in tact and how will the proposed project effectively work to highlight those elements?
- Will the proposed project address and remedy former inappropriate alterations to the courthouse?
- What character-defining features, if any, are in danger of being permanently lost without immediate attention?

### **Section 7: Financial Need**

Briefly describe the financial situation of the county and the need for grant funds to complete the proposed project. Be sure to describe the county funding mechanism(s) for implementing capital projects to county-owned buildings, including the degree these mechanisms have been recently impacted. Please list past county efforts over the last five (5) years to secure grant funding from other programs for capital projects, noting whether the county received funding or not. Attach any documents you deem appropriate to illustrate this need.

### **Section 8: Project Budget**

Please provide a current project budget identifying the cost of construction activities, project contingencies and professional fees.

If expenditures on projects completed after July 1, 2011 are being proposed for use toward the required county match, provide an additional detailed budget covering all aspects of the project. Similarly, for projects currently underway with expenditures eligible for use as matching funds, provide a detailed budget for those work components that qualify to be used as part of the county match.

Use Section 8.B: Detailed Project Budget (or a similar format) for each budget submitted. This budget should be as detailed as possible, providing line items for all known elements of the project.

Lastly, describe any additional work needed on the courthouse beyond the scope of work for which grants are being requested. Essentially, what else would it take to fully rehabilitate the courthouse to ensure its future preservation?

### **Section 9: Project Funding Request**

Use this worksheet to calculate the total estimated project cost, illustrating the amount of funds requested and the source of the required county match. The State of Washington administers all grant funds on a reimbursement basis – grant funds can only be distributed to reimburse incurred expenditures. Documentation and proof of payment is required for all expenses approved through the grant program and eligible for reimbursement.

For Round 2 in the 2011-13 Biennium grant process, the required county match is a sliding scale ranging from 25%-100% of the total grant funds being requested. For instance, if the grant request is \$50,000, counties are required to match at least 25% of this request, or \$12,500, for a total project of \$62,500. Counties may, however, opt to provide a greater percentage of the required match compared to grant funds requested. Upon reviewing all grant applications, the Courthouse Steering Committee will consider the percentage of match in the evaluation process. Counties providing a higher percentage of match will receive a higher score for that particular program criterion (identified as #10 on the described Courthouse Grant Criteria.)

*Please note that in-kind contributions may not exceed more than half of the required county contribution. Therefore, at least half (50%) of the required county match must be provided through a cash contribution. Eligible federal funds may be used toward the required county match.*

### **Section 10: Project Readiness**

Describe your readiness to proceed with the project. Include items such as project financing (identifying funding that remains to be secured in order to meet the required match), schedule for completion of designs/construction plans, and bidding and awarding of construction contracts. Be sure to indicate whether or not the project can be completed by June 30, 2013. Priority will be given to projects demonstrating an ability to meet this deadline.

Please use Section 10: Schedule for Project Completion to outline the estimated timeframe for each component of the project.

### **Section 11: Courthouse Maintenance**

As rehabilitation projects often involve elements that restore previously neglected components/material, such a project may actually increase a county's maintenance responsibilities. The intent of this section is to determine what, if any, the additional maintenance responsibilities of the county will be as the county provides stewardship for the courthouse into the future.

Describe the county's existing maintenance plan/process, being sure to include anticipated revisions to this process that might be needed to appropriately handle newly rehabilitated material/courthouse features. Include cost estimates along with funding sources if maintenance needs/costs are anticipated to increase as a result of the proposed rehabilitation project. If the project will actually decrease maintenance costs (a roof replacement that will reverse maintenance on a constantly leaking roof, for example), be sure to describe this.

### **Section 12: Architectural Plans and Specifications (include attachments as necessary)**

Include a copy of any plans or construction drawings completed as part of the proposed project. Reduce large format drawings to either legal or letter size, if possible, for inclusion with each copy of the application submitted. If this is not feasible, include at least one set of large format drawings with all other application materials for reference.

If possible, please submit information regarding the experience and credentials of the project team, including architects, contractors, sub-contractors and project managers. A CV, résumé, or list of related preservation projects will suffice.

### **Section 13: Photographic Documentation**

All four elevations of the courthouse should be documented, along with exterior and interior features related to the proposed project. Images should be recent to best illustrate the present conditions of the

building. Digital images are acceptable provided they are printed at a high resolution (at least 300 dpi) on appropriate quality paper. A CD of all digital images should be included as part of the application.

*Please note: Photos submitted as part of the application will not be returned.*

#### **Section 14: Disclaimer**

All components of the proposed scope of work must meet the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties. Additionally, those applications selected to receive grant awards will be reviewed by the Department of Enterprise Services Barrier Free Access Program to ensure that all stipulations of the Americans with Disabilities Act and associated state laws are appropriately addressed. Any project selected to receive grant funds may be revised to ensure full compliance with ADA requirements.

Lastly, in order to protect the capital investment being made through the grant program, grant recipients must agree to comply with the Secretary of the Interior's Standards when implementing future capital projects on the courthouse for a period of five years. This term begins once the project receiving grant funds is completed and all reimbursements for that project have been made. To fulfill this obligation, during the five-year term counties must submit all architectural plans and construction drawings to the Department of Archaeology and Historic Preservation (DAHP) for approval prior to beginning the construction phase for any capital improvements that may affect historic fabric or character-defining features of the courthouse.

#### **Section 15: Resolution of Support**

Please attach a copy of a letter from the county commissioners/county council in support of this application.

#### **Section 16: Signature**

This section should be signed by the individual serving as the point of contact/project manager for the duration of the project. Grants are considered complete once all eligible expenses have been reimbursed and the county has submitted a Grant Completion Report.

## HISTORIC COUNTY COURTHOUSE REHABILITATION GRANT PROGRAM

### Application Checklist

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Complete grant applications shall include the following:

- \_\_\_\_\_ One (1) bound copy of application materials
- \_\_\_\_\_ Eight (8) unbound copies of application materials, three-hole punched (do not staple)
- \_\_\_\_\_ One (1) digital version of application materials submitted on a CD in pdf format, including digital versions of all courthouse images
- \_\_\_\_\_ One (1) set of large-format architectural drawings/construction plans, if available
- \_\_\_\_\_ Resolution of Support
- \_\_\_\_\_ Legal or letter-sized architectural drawings/construction plans included with each copy of application materials (see application guidelines for Section XII.)
- \_\_\_\_\_ Images of the courthouse (see application guidelines for Section XIII.)
- \_\_\_\_\_ Signature

*Incomplete applications will not be considered.*

All application materials are due by 4:30 PM on Monday, June 4, 2012 (applications postmarked by June 4 will be accepted). Please send applications to:

Attn: Chris Moore, Field Director  
The Washington Trust for Historic Preservation  
1204 Minor Avenue  
Seattle, WA 98101